

**FINANCIAL ASSISTANCE  
FUNDING OPPORTUNITY ANNOUNCEMENT**



**U.S. Department of Energy  
Office of Energy Efficiency and Renewable Energy**

**Effects of a Transition to a Hydrogen Economy on  
Employment in the United States**

**Funding Opportunity Number: DE-PS36-06GO96024**

**Announcement Type: Initial**

**CFDA Number: 81.087 Renewable Energy Research and Development**

**Issue Date: 03/22/2006**

**Letter of Intent Due Date: Not Applicable**

**Pre-Application Due Date: Not Applicable**

**Application Due Date: 05/02/2006 at 11:59 PM Eastern Time**

## **NOTE: NEW REQUIREMENTS FOR GRANTS.GOV**

### **Where to Submit**

Applications must be submitted through Grants.gov to be considered for award.

### **Registration Requirements**

There are several one-time actions you must complete in order to submit an application through Grants.gov (e.g., obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number, register with the Central Contractor Registration (CCR), register with the credential provider, and register with Grants.gov). See <http://www.grants.gov/GetStarted>. Use the Grants.gov Organization Registration Checklist at <http://www.grants.gov/assets/OrganizationRegCheck.doc> to guide you through the process. Designating an E-Business Point of Contact (EBiz POC) and obtaining a special password called an MPIN are important steps in the CCR registration process. Applicants who are not registered with CCR and Grants.gov should allow at least 14 days to complete these requirements. It is suggested that the process be started as soon as possible.

### **Questions**

Questions relating to the registration process, system requirements, how an application form works, or the submittal process must be directed to Grants.gov at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov). Part VII of this announcement explains how to submit other questions to the Department of Energy (DOE).

### **Application Receipt Notices**

After an application is submitted, the Authorized Organization Representative (AOR) will receive a series of four e-mails. It is extremely important that the AOR watch for and save each of the emails. It may take up to two (2) business days from application submission to receipt of email Number 2. You will know that your application has reached DOE when the AOR receives email Number 4. You will need the Submission Receipt Number (email Number 1) to track a submission. The titles of the four e-mails are:

Number 1 - Grants.gov Submission Receipt Number

Number 2 - Grants.gov Submission Validation Receipt for Application Number

Number 3 - Grants.gov Grantor Agency Retrieval Receipt for Application Number

Number 4 - Grants.gov Agency Tracking Number Assignment for Application Number

After receipt of email Number 4, you can view your application at DOE's e-Center, <http://e-center.doe.gov>. A User ID and password are required. If you already have a User ID and password you do not need to re-register.

### **VERY IMPORTANT – Download PureEdge Viewer**

In order to download the application package, you will need to install PureEdge Viewer. This small, free program will allow you to access, complete, and submit applications electronically and securely. For a free version of the software, visit the following web site: <http://www.grants.gov/DownloadViewer>.

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## **PART I – FUNDING OPPORTUNITY DESCRIPTION**

### **INTRODUCTION**

The Department of Energy's Golden Field Office invites applicants to analyze the possible effects of a transition to a hydrogen economy on employment in the United States.

### **BACKGROUND**

Today, America is confronted by major energy challenges:

- Attaining greater energy and economic security by reducing dependence on foreign energy supplies;
- Increasing affordable domestic energy supplies to meet anticipated demand; and
- Reducing air pollution and addressing concerns about climate change.

The Administration's National Energy Policy (NEP) and the U.S. Department of Energy's (DOE's) Strategic Plan both call for reducing U.S. reliance on imported oil. The NEP also acknowledges the need to increase energy supplies and use more energy efficient technologies and practices. The need for clean, abundant, affordable, domestically produced energy has never been greater. As President Bush acknowledged in his January, 2003, State of the Union address, hydrogen has the potential to play a major role in America's future energy system. The Energy Policy Act (EPA) of 2005 (Public Law 109-58) codifies the President's Hydrogen Fuel Initiative into national law and shows that the nation's leaders agree that a hydrogen economy can lead to energy security.

Abundant, reliable, and affordable energy is an essential component in a healthy economy. Looking at the expenditures for energy across all income levels, nearly 5% of personal income is spent on energy (U.S. Department of Commerce, Bureau of Economic Analysis) on average; this figure rises to 14% for lower-income families. The competitiveness of U.S. industry is also of vital importance to the well-being of our people and of the nation as a whole. For example, the U.S. auto industry is the largest automotive industry in the world, producing 30% more vehicles than the second largest producer, Japan. The auto industry is a highly productive one (ranked fourth) and is accompanied by relatively high levels of compensation; in 1998, the average autoworker earned \$65,000, compared to \$48,000 for the average worker in the manufacturing sector and \$38,000 for the average worker nationwide. The auto industry is also a major exporter, accounting for 12% of all non-agricultural exports. For every worker directly employed by an auto manufacturer, there are nearly seven spin-off jobs. America's automakers are also among the largest purchasers of aluminum, copper, iron, lead, plastics, rubber, textiles, vinyl, steel and computer chips.<sup>1</sup> Similarly, the energy industry, including power generation, gas extraction and mining, boasts an annual gross domestic product of more than \$360 billion.<sup>2</sup> Public utilities alone employ about 600,000 workers, including 116,000 jobs for natural gas distribution.<sup>3</sup>

Hydrogen offers unique opportunities to drastically increase the efficiency with which we generate and use energy. Hydrogen's diversity in production, and flexibility in use, also opens

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1 U.S. Department of Energy Hydrogen, Fuel Cells and Infrastructure Technologies Program, Multi-Year Research, Development and Demonstration Plan, February, 2005.

2 U.S. Bureau of Economic Analysis

3 U.S. Bureau of Labor Statistics

the door for new players in energy markets. In addition to the energy security benefits, this has economic equity implications due to broadening energy choices and increasing competition.

Today hydrogen is commonly used in industrial applications to manufacture petrochemicals and fertilizers. However, the U.S. chemical and refining industries have a limited number of commercial facilities in place for the production and delivery of hydrogen (about nine million tons is manufactured annually for use in these industries). Those operations are localized, and cannot provide the technology advances and carbon management required for widespread use of hydrogen in the energy sector (i.e., large-scale, low-cost production methods, and storage and delivery infrastructures compatible with automotive and distributed generation applications).

In the near- to mid-term, most hydrogen will likely be produced by technologies that do not require a new hydrogen delivery infrastructure – i.e., from distributed natural gas and electrolysis of water using electricity (with emphasis on renewable sources such as wind power). As research, development and demonstration (RD&D) efforts progress along renewable, nuclear, and clean coal and natural gas production pathways, a suite of technologies will become available in the mid- and longer-term to produce hydrogen from a diverse array of domestic resources. The economic viability of these different production pathways will be strongly affected by regional factors, such as feedstock availability and cost, delivery approaches, and regulatory environment.

In the long-term vision of the hydrogen economy (which will take several decades to achieve), hydrogen will be available in all regions of the country and will serve all sectors of the economy. It will be produced from fossil fuels (with carbon capture and sequestration), renewable energy, and nuclear energy. It will be used throughout the transportation, electric power, and consumer sectors. Hydrogen will be produced in centralized facilities, in distributed facilities at power parks, fueling stations, rural areas, and community locations. Hydrogen production and storage costs will be competitive; the basic components of a national hydrogen delivery and distribution network will be in place; and hydrogen-powered fuel cells, engines, and turbines will have become mature technologies in mass production for use in cars, homes, offices, and factories. Hydrogen will be the dominant fuel for government and transit bus fleets. It will be used in personal vehicles and light duty trucks. Hydrogen will be combusted directly in turbines and reciprocating engines to generate electricity and thermal energy for homes, offices, and factories. It will be used in fuel cells for both mobile and stationary applications. United States companies that commercialize hydrogen technologies will be exporting products and services around the world. Achieving this vision will require a combination of technological breakthroughs, market acceptance, and large investments in a national hydrogen energy infrastructure. Success will not happen overnight, or even over years, but rather over decades; it will require an evolutionary process that phases hydrogen in as the technologies and their markets are ready.

It is expected that the technical and economic success of hydrogen-based energy systems will catalyze new business ventures. Hydrogen power parks could provide an economic development path for the integrated production of energy services such as electricity, transportation fuels, and heating and cooling, leading to the creation of high-tech jobs to build and maintain these systems. Hydrogen also offers a wide variety of opportunities for the development of new centers of economic growth in both rural and urban areas.

To fully understand the effects a transition to the hydrogen economy will have on industry and employment in the United States, a careful analysis must be undertaken of both emerging hydrogen technologies and the legacy technologies that will be displaced. Consideration must

be given to the full energy cycle, including the harvesting of feedstocks, the conversion of that feedstock to a usable fuel, the delivery of fuel to the consumer, and the consumption of the fuel by the consumer. Each step of this cycle has requirements for goods and services that dictate the nature and number of jobs that are needed. The workforce that fills these requirements must have the appropriate skills and training to ensure products are competitive in the national and international markets.

## **OBJECTIVE**

As required by the Energy Policy Act of 2005, Section 1820, "Overall Employment in a Hydrogen Economy," the Hydrogen Program of the Department of Energy seeks to fund a study on the likely impact of the hydrogen economy on overall employment.

## **SCOPE**

The use of hydrogen as an energy carrier will bring about significant changes in the United States. During the transition to the hydrogen economy, it is expected that new employment will be generated as a result of the growth of the hydrogen industry, which is likely to impact the current workforce in all energy-related industries. Although the hydrogen economy may be several years away from full implementation, to smooth the transition, it is essential to understand its potential effects on overall employment in the United States.

Proposals are sought to analyze the possible effects of a transition to a hydrogen economy on overall employment in the United States. Deliverables should include the following analyses:

- New jobs created to support the hydrogen economy
- Replacement effects of new goods and services on current industries
- Near-term and long-term impacts from international competition
- Workforce training requirements
- Multiple possible fuel cycles, including usage of raw materials
- Rates of market penetration of technologies
- Regional variations based on geography

The study should consider various market penetration scenarios and infrastructure deployment pathways. End-use technologies should include transportation, and stationary and portable power applications. Applicants should discuss the methodologies that will be employed in completing the study, as well as the approach to defining the underlying assumptions and boundaries that will be used.

## **SCHEDULE**

The first draft of the report will be due no later than October 2, 2006. The final report will be due no later than October 31, 2006.

## **OTHER REQUIREMENTS**

A recipient of an award under this FOA will be expected to participate in a project kick-off meeting and a progress review meeting (late August 2006).

## REFERENCES

Energy Information Administration (<http://www.eia.doe.gov/>)

U.S. DOE Hydrogen, Fuel Cells and Infrastructure Technologies Multi-Year Research, Development and Demonstration Plan  
(<http://www.eere.energy.gov/hydrogenandfuelcells/mypp/>)

U.S. DOE Hydrogen Posture Plan  
([http://www.eere.energy.gov/hydrogenandfuelcells/pdfs/hydrogen\\_posture\\_plan.pdf](http://www.eere.energy.gov/hydrogenandfuelcells/pdfs/hydrogen_posture_plan.pdf))

Public Law 109–58—AUG. 8, 2005, *Energy Policy Act of 2005*  
(<http://www.doi.gov/iepa/EnergyPolicyActof2005.pdf>)



## **PART II – AWARD INFORMATION**

### **A. TYPE OF AWARD INSTRUMENT.**

- DOE anticipates awarding a grant under this program announcement.

### **B. ESTIMATED FUNDING.**

- Approximately \$750,000 is expected to be available for the new award under this announcement.

### **C. MAXIMUM AND MINIMUM AWARD SIZE.**

- Ceiling (i.e., the maximum amount for an individual award made under this announcement):  
\$ 750,000
- Floor (i.e., the minimum amount for an individual award made under this announcement):  
None

### **D. EXPECTED NUMBER OF AWARDS.** DOE anticipates making one award under this announcement.

### **PART III - ELIGIBILITY INFORMATION**

#### **A. ELIGIBLE APPLICANTS.**

- All types of domestic applicants are eligible to apply, except other Federal agencies, Federally Funded Research and Development Center (FFRDC) Contractors, and nonprofit organizations described in section 501(c)(4) of the Internal Revenue Code of 1986 that engaged in lobbying activities after December 31, 1995.

#### **B. COST SHARING**

- Although cost sharing is encouraged, it is not required.

#### **C. OTHER ELIGIBILITY REQUIREMENTS.**

- **Federally Funded Research and Development Center (FFRDC) Contractors.** FFRDC applicants are not eligible for an award under this announcement, but they may be proposed as a team member subject to the following guidelines:

Authorization for non-DOE FFRDCs. The Federal agency sponsoring the FFRDC contractor must authorize in writing the use of the FFRDC contractor on the proposed project and this authorization must be submitted with the application. The use of a FFRDC contractor must be consistent with the contractor's authority under its award and must not place the FFRDC contractor in direct competition with the private sector.

FFRDC Contractor Effort:

- The scope of work to be performed by the FFRDC contractor may not be more significant than the scope of work to be performed by the applicant.
- The FFRDC contractor effort, in aggregate, shall not exceed 25% of the total estimated cost of the project, including the applicant's and the FFRDC contractor's portions of the effort.

Responsibility. The applicant, if successful, will be the responsible authority regarding the settlement and satisfaction of all contractual and administrative issues, including but not limited to, disputes and claims arising out of any agreement between the applicant and the FFRDC contractor.

## PART IV – APPLICATION AND SUBMISSION INFORMATION

### A. ADDRESS TO REQUEST APPLICATION PACKAGE.

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select “Apply for Grants,” and then select “Download Application Package.” Enter the CFDA and/or the funding opportunity number located on the cover of this announcement and then follow the prompts to download the application package. **NOTE:** You will not be able to download the Application Package unless you have installed PureEdge Viewer (See: <http://www.grants.gov/DownloadViewer>).

### B. LETTER OF INTENT AND PRE-APPLICATION.

#### 1. Letter of Intent.

- Letters of Intent are not required.

#### 2. Pre-application.

- Pre-applications are not required.

### C. CONTENT AND FORM OF APPLICATION – SF 424

You must complete the mandatory forms and any applicable optional forms (e.g., SF-LLL-Disclosure of Lobbying Activities) in accordance with the instructions on the forms and the additional instructions below. **Files that are attached to the forms must be in Adobe Portable Document Format (PDF) unless otherwise specified in this announcement.**

#### 1. SF 424 - Application for Federal Assistance.

Complete this form first to populate data in other forms. Complete all required fields in accordance with the pop-up instructions on the form. To activate the instructions, turn on the “Help Mode” (Icon with the pointer and question mark at the top of the form).

#### 2. Other Attachments Form

Submit the following files with your application and attach them to the Other Attachments Form. Click on “Add Mandatory Other Attachment” to attach the Project Narrative. Click on “Add Optional Other Attachment,” to attach the other files.

##### **Project Narrative File - Mandatory Other Attachment**

The project narrative must not exceed 25 pages, including charts, graphs, maps, photographs, and other pictorial presentations, when printed using standard 8.5” by 11” paper with 1 inch margins (top, bottom, left, and right). EVALUATORS WILL REVIEW ONLY THE NUMBER OF PAGES SPECIFIED IN THE PRECEDING SENTENCE. The font must not be smaller than 11 point. Do not include any Internet addresses (URLs) that provide information necessary to review the application. See Part VIII.D for instructions on how to mark proprietary application information. Save the information in a single file named “Project.pdf,” and click on “Add Mandatory Other Attachment” to attach.

The project narrative must include:

- Project Objectives. This section should provide a clear, concise statement of the specific objectives/aims of the proposed project.
- Merit Review Criterion Discussion. The section should be formatted to address each of the merit review criterion and sub-criterion listed in Section V. A. Provide sufficient information so that reviewers will be able to evaluate the application in accordance with these merit review criteria. DOE WILL EVALUATE AND CONSIDER ONLY THOSE APPLICATIONS THAT ADDRESS SEPARATELY EACH OF THE MERIT REVIEW CRITERION AND SUB-CRITERION.
- Project Timetable: This section should outline as a function of time, all the important activities or phases of the project, including any activities planned beyond the project period. Successful applicants must use this project timetable to report progress.
- Evaluation Phase: This section must include a plan and metrics to be used to assess the success of the project.

#### **Project Summary/Abstract File**

The project summary/abstract must contain a summary of the proposed activity suitable for dissemination to the public. It should be a self-contained document that identifies the name of the applicant, the project director/principal investigator(s), the project title, the objectives of the project, a description of the project, including methods to be employed, the potential impact of the project (i.e., benefits, outcomes), and major participants (for collaborative projects). This document must not include any proprietary or sensitive business information as the Department may make it available to the public. The project summary must not exceed 1 page when printed using standard 8.5" by 11" paper with 1" margins (top, bottom, left and right) with font not smaller than 11 point. Save this information in a file named "Summary.pdf," and click on "Add Optional Other Attachment" to attach.

#### **SF 424-A Excel, Budget Information – Non-Construction Programs File**

You must provide a separate budget for each year of support requested and a cumulative budget for the total project period. Use the SF 424-A Excel, "Budget Information – Non Construction Programs" form on the Applicant and Recipient Page at <http://grants.pr.doe.gov>. You may request funds under any of the Object Class Categories as long as the item and amount are necessary to perform the proposed work, meet all the criteria for allowability under the applicable Federal cost principles, and are not prohibited by the funding restrictions in this announcement (See PART IV, G). Save the information in a single file named "SF424A.xls," and click on "Add Optional Other Attachment" to attach.

#### **Budget Justification File**

You must justify the costs proposed in each Object Class Category/Cost Classification category (e.g., identify key persons and personnel categories and the estimated costs for each person or category; provide a list of equipment and cost of each item; identify proposed subaward/consultant work and cost of each subaward/consultant; describe purpose of proposed travel, number of travelers and number of travel days; list general categories of supplies and amount for each category; and provide any other information

you wish to support your budget). Provide the name of your cognizant/oversight agency, if you have one, and the name and phone number of the individual responsible for negotiating your indirect rates. If cost sharing is required, provide an explanation of the source, nature, amount and availability of any proposed cost sharing. Save this information in a single file named "Budget.pdf," and click on "Add Optional Other Attachment" to attach.

### **Subaward Budget File(s)**

You must provide a separate budget (i.e., budget for each budget year and a cumulative budget) for each subawardee that is expected to perform work estimated to be more than \$100,000 or 50 percent of the total work effort (which ever is less). Use the SF 424-A Excel for Non Construction Programs or the SF 424-C Excel for Construction Programs. These forms are found on the Applicant and Recipient Page at <http://grants.pr.doe.gov>. Save each Subaward budget in a separate file. Use up to 10 letters of the subawardee's name (plus .xls) as the file name (e.g., ucla.xls or energyres.xls), and click on "Add Optional Other Attachment" to attach.

### **Certifications/Assurances for Use with SF 424 File**

You must complete and provide the "Certifications and Assurances for Use with SF 424" form on the Applicant and Recipient Page at <http://grants.pr.doe.gov>. Submission of an electronic application through Grants.gov constitutes the submission of a signed document. Type the name of the person responsible for providing the certifications and assurances in the signature block and save as a pdf file. Do not submit a scanned copy of the form. Name the file "Certs.pdf," and click on "Add Optional Other Attachment" to attach.

### **Biographical Sketch File**

Provide a biographical sketch for each key person proposed, including subawardees and consultants if they meet the definition of key person. A key person is any individual who contributes in a substantive, measurable way to the execution of the project. Save all biographical sketches in a single file named "bio.pdf" and click on "Add Optional Other Attachment" to attach. The biographical information for each person must not exceed 2 pages when printed on 8.5" by 11" paper with 1 inch margins (top, bottom, left, and right) with font not smaller than 11 point and must include:

**Education and Training.** Undergraduate, graduate and postdoctoral training, provide institution, major/area, degree and year.

**Professional Experience:** Beginning with the current position list, in chronological order, professional/academic positions with a brief description.

**Publications.** Provide a list of up to 10 publications most closely related to the proposed project. For each publication, identify the names of all authors (in the same sequence in which they appear in the publication), the article title, book or journal title, volume number, page numbers, year of publication, and website address if available electronically.

Patents, copyrights and software systems developed may be provided in addition to or substituted for publications.

**Synergistic Activities.** List no more than 5 professional and scholarly activities related to the effort proposed.

**Budget for DOE Federally Funded Research and Development Center (FFRDC) Contractor, if applicable.**

If a DOE FFRDC contractor is to perform a portion of the work, you must provide a DOE Field Work Proposal in accordance with the requirements in DOE Order 412.1 Work Authorization System. This order and the DOE Field Work Proposal form are available at <http://grants.pr.doe.gov>. Use up to 10 letters of the FFRDC name (plus .pdf) as the file name (e.g., lanl.pdf or anl.pdf), and click on "Add Optional Other Attachment" to attach.

**Reference Checks on Federal Awards**

Provide the information below for at least five, and no more than eight, federal awards that were received by either your organization or principal investigator in the last five years for technologies relevant to this announcement, with award values in excess of \$100,000. If applicant has fewer than five awards meeting this criteria, first submit those that meet the criteria, and for the remainder, provide information for federal awards over \$50,000 received by either the organization or principal investigator for all technologies in the last five years.

The following information is required for each federal award: 1) AWARD TITLE; 2) INSTRUMENT NUMBER; 3) TOTAL AWARD VALUE (\$); 4) PERIOD OF PERFORMANCE (Dates); 5) APPLICANT'S PROJECT DIRECTOR (Name, Address, Telephone Number [including area code]); and 6) FEDERAL AGENCY MAKING AWARD (Agency Name, Federal Program Manager, Federal Program Manager's Address, Federal Program Manager's Telephone Number [including area code]). Click on "Add Optional Other Attachment" to attach.

**SF-LLL Disclosure of Lobbying Activities**

If applicable, complete SF- LLL. Applicability: If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the grant/cooperative agreement, you must complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying."

**Summary of Required Forms/Files**

Your application must include the following documents:

<b>Name of Document</b>	<b>Format</b>	<b>File Name</b>
Application for Federal Assistance – SF424	PureEdge Form	N/A
Other Attachments Form: Attach the following files to this form:	PureEdge Form	N/A
Project Narrative File	PDF	Project.pdf
Project Summary/Abstract File	PDF	Summary.pdf
SF 424A File - Budget Information for Non-Construction Programs	Excel	SF424A.xls
Budget Justification File to support the SF 424A, PF 20	PDF	PF20.pdf
Subaward Budget File(s)	Excel	See Instructions
Certifications/Assurances File	PDF	Certs.pdf
Biographical Sketch File	PDF	Bio.pdf
Budget for FFRDC Contractor, if applicable	PDF	Name.pdf
Reference Checks on Federal Awards	PDF	RefChecks.pdf
SF-LLL Disclosure of Lobbying Activities, if applicable	PureEdge Form	N/A

**D. SUBMISSIONS FROM SUCCESSFUL APPLICANTS.**

- Successful applicants must submit the information listed below not later than 15 calendar days after notification of selection. Applicants who fail to provide the information within the required time period may be eliminated from further consideration.

<b>What to submit</b>	<b>Required Form or Format</b>
<b>Designated Responsible Employee for complying with national policies prohibiting discrimination.</b> Provide organization name, project title, DOE application tracking number and the name, title, and phone number of Designated Responsible Employee for complying with national policies prohibiting discrimination (See 10 CFR 1040.5).	No special format.  E-mail information to: ricky.newton@go.doe.gov

<b>Representation of Limited Rights Data and Restricted Software.</b>	Use form on Applicant and Recipient Page at <a href="http://grants.pr.doe.gov">http://grants.pr.doe.gov</a> .
<b>Commitment Letters from Third Parties Contributing to Cost Sharing.</b>  If a third party is to provide all or part of the required cost sharing, provide a signed letter of commitment.	No special format.
<b>Environmental Questionnaire.</b> You must complete and submit an environmental questionnaire.	<a href="https://www.eere-pmc.energy.gov/nepa.asp">https://www.eere-pmc.energy.gov/nepa.asp</a>
<b>Financial Assistance Pre-Award Information Sheet (PF 19)</b>	Use the form at: <a href="https://www.eere-pmc.energy.gov/forms.asp">https://www.eere-pmc.energy.gov/forms.asp</a>
<b>Financial Information (CP 4)</b>	Use the form at: <a href="https://www.eere-pmc.energy.gov/forms.asp">https://www.eere-pmc.energy.gov/forms.asp</a>

**E. SUBMISSION DATES AND TIMES.**

- 1. Pre-application Due Date.** Pre-applications are not required.
- 2. Application Due Date.**  
Applications must be received by May 2, 2006, not later than 11:59 PM Eastern Time. You are encouraged to transmit your application well before the deadline.  
APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE REVIEWED OR CONSIDERED FOR AWARD.

**F. INTERGOVERNMENTAL REVIEW**

This program is not subject to Executive Order 12372 – Intergovernmental Review of Federal Programs.

**G. FUNDING RESTRICTIONS.**

Cost Principles. Costs must be allowable in accordance with the applicable Federal cost principles referenced in 10 CFR part 600.

Pre-award Costs. Recipients may charge to an award resulting from this announcement pre-award costs that were incurred within the ninety (90) calendar day period immediately preceding the effective date of the award, if the costs are allowable in accordance with the applicable Federal cost principles referenced in 10 CFR part 600. Recipients must obtain the prior approval of the contracting officer for any pre-award costs that are for periods greater than this 90 day calendar period.



Pre-award costs are incurred at the applicant's risk. DOE is under no obligation to reimburse such costs if for any reason the applicant does not receive an award or if the award is made for a lesser amount than the applicant expected.

## H. OTHER SUBMISSION AND REGISTRATION REQUIREMENTS

### 1. Where to Submit.

**APPLICATIONS MUST BE SUBMITTED THROUGH GRANTS.GOV TO BE CONSIDERED FOR AWARD.** Submit electronic applications through the "Apply for Grants" function at [www.Grants.gov](http://www.Grants.gov). If you have problems completing the registration process or submitting your application, call Grants.gov at 1-800-518-4726 or send an email to [support@grants.gov](mailto:support@grants.gov).

### 2. Registration Process.

You must COMPLETE the one-time registration process (all steps) before you can submit your first application through Grants.gov (See [www.grants.gov/GetStarted](http://www.grants.gov/GetStarted)). **We recommend that you start this process at least two weeks before the application due date.** It may take 14 days or more to complete the entire process. Use the Grants.gov Organizational Registration Checklists at <http://www.grants.gov/assets/OrganizationRegCheck.doc> to guide you through the process. **IMPORTANT:** During the CCR registration process, you will be asked to designate an E-Business Point of Contact (EBIZ POC). The EBIZ POC must obtain a special password called "Marketing Partner identification Number" (MPIN).

## **PART V - APPLICATION REVIEW INFORMATION**

### **A. CRITERIA**

#### **1. Initial Review Criteria.**

Prior to a comprehensive merit evaluation, DOE will perform an initial review to determine that (1) the applicant is eligible for an award; (2) the information required by the announcement has been submitted; (3) all mandatory requirements are satisfied; and (4) the proposed project is responsive to the objectives of the funding opportunity announcement.

#### **2. Merit Review Criteria.**

The following criteria are proposed to be used to evaluate Applications:

##### **Criterion 1: Project Description and Implementation Plan Weight: [35%]**

- Perceived value of the project in identifying the impacts and opportunities for the Hydrogen Economy with respect to employment in the United States.
- Level of technical quality of the plans for conducting the necessary data gathering and analysis for achieving the project objectives.
- Soundness of the discussion regarding implementation of work scope.
- Soundness of approach to conducting the analysis, including identification of key assumptions, definition of variables for sensitivity studies, and tools used for data optimization.
- Degree to which various market penetration scenarios and infrastructure deployment pathways are considered.

##### **Criterion 2: Work Plan/Statement of Objectives Weight: [35%]**

- Adequacy and completeness of the statement of objectives.
- Clarity and completeness of the discussion of each activity/task necessary to complete the project.
- Likelihood the work plan will lead to achieving the primary objective of the announcement.
- Extent to which the respondent considers:
  - New jobs created to support the hydrogen economy
  - Replacement effects of new goods and services on current industries
  - Near-term and long-term impact from international competition
  - Workforce training requirements
  - Multiple possible fuel cycles, including usage of raw materials
  - Rates of market penetration of technologies
  - Regional variations based on geography
- Appropriateness of work breakdown structure, and performance costs and schedule, including milestones and decision points.

**Criterion 3: Roles, Responsibilities, and Capabilities Weight: [30%]**

- Soundness of the project management concept with respect to proposed tasks and organizational structure to achieve project objectives.
- Capabilities of the Applicant and Participants to comprehensively address all aspects of the proposed project.
- Experience in conducting similar studies.
- Adequacy of resources to accommodate the proposed project.
- Applicability of the qualifications and experience of key personnel.

**3. Other Selection Factors.**

The selection official will consider the following program policy factors in the selection process:

- Past performance of applicant on previous federal awards.
- Selection of applicant to achieve a balance of complementary projects, in conjunction with existing projects funded by the DOE Hydrogen Program, to meet the overall goals and objectives of that Program.
- Contributions above federal cost-share, if any.
- Selection of application with comparatively significant cost/benefit advantages.

**B. REVIEW AND SELECTION PROCESS.**

**1. Merit Review.**

- Applications that pass the initial review will be subjected to a merit review in accordance with the guidance provided in the "Department of Energy Merit Review Guide for Financial Assistance and Unsolicited Proposals." This guide is available under Financial Assistance, Regulations and Guidance at <http://professionals.pr.doe.gov/ma5/ma-5web.nsf/?Open>.

**2. Selection.**

- The Selection Official will consider the merit review recommendation, program policy factors, and the amount of funds available.
- DOE reserves the right to conduct an independent third party review of financial capability for applicants that are selected for negotiation of award (including personal credit information of the principal(s) of a small business if there is insufficient information to determine financial capability of the organization).

**3. Discussions and Award.**

- The Government may enter into discussions with a selected applicant for any reason deemed necessary, including but not limited to: (1) the budget is not appropriate or reasonable for the requirement; (2) only a portion of the application is selected for award; (3) the Government needs additional information to determine that the recipient is capable of complying with the requirements in 10 CFR part 600; and/or (4) special terms and conditions are required. Failure to resolve satisfactorily the issues identified by the Government will preclude award to the applicant.

**C. ANTICIPATED NOTICE OF SELECTION AND AWARD DATES.**

- DOE anticipates notifying the applicant selected for award by June 15, 2006, and making awards by June 30, 2006.

## **PART VI - AWARD ADMINISTRATION INFORMATION**

### **A. AWARD NOTICES.**

#### **1. Notice of Selection.**

DOE will notify applicants selected for award. This notice of selection is not an authorization to begin performance. (See Part IV.G with respect to the allowability of pre-award costs.)

Organizations whose applications have not been selected will be advised as promptly as possible. This notice will explain why the application was not selected.

#### **2. Notice of Award.**

A Notice of Financial Assistance Award issued by the Contracting Officer is the authorizing award document. It normally includes, either as an attachment or by reference: 1. Special Terms and Conditions; 2. Applicable program regulations, if any; 3. Application as approved by DOE; 4. DOE assistance regulations at 10 CFR part 600, or, for Federal Demonstration Partnership (FDP) institutions, the FDP terms and conditions; 5. National Policy Assurances To Be Incorporated As Award Terms; 6. Budget Summary; and 7. Federal Assistance Reporting Checklist, which identifies the reporting requirements.

### **B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS.**

#### **1. Administrative Requirements.**

The administrative requirements for DOE grants and cooperative agreements are contained in 10 CFR part 600 (See: <http://ecfr.gpoaccess.gov>), except for grants made to Federal Demonstration Partnership (FDP) institutions. The FDP terms and conditions and DOE FDP agency specific terms and conditions are located on the National Science Foundation web site at [http://www.nsf.gov/awards/managing/fed\\_dem\\_part.jsp](http://www.nsf.gov/awards/managing/fed_dem_part.jsp).

#### **2. Special Terms and Conditions and National Policy Requirements.**

The DOE Special Terms and Conditions for Use in Most Grants and Cooperative Agreements are located at <http://grants.pr.doe.gov>. The National Policy Assurances To Be Incorporated As Award Terms are located at <http://grants.pr.doe.gov>.

#### **3. Intellectual Property Provisions.**

The standard DOE financial assistance intellectual property provisions applicable to the various types of recipients are located at [http://www.gc.doe.gov/techtrans/sipp\\_matrix.html](http://www.gc.doe.gov/techtrans/sipp_matrix.html).

### **C. REPORTING.**

Reporting requirements are identified on the Federal Assistance Reporting Checklist, DOE F 4600.2, attached to the award agreement. See <http://www.eere.energy.gov/golden/PDFs/4600-2.pdf> for the proposed Checklist for this program.

## **PART VII - QUESTIONS/AGENCY CONTACTS**

### **A. QUESTIONS**

Questions regarding the content of the announcement must be submitted through the "Submit Question" feature of the DOE Industry Interactive Procurement System (IIPS) at <http://e-center.doe.gov>. Locate the program announcement on IIPS and then click on the "Submit Question" button. Enter required information. You will receive an electronic notification that your question has been answered. DOE will try to respond to a question within 3 business days, unless a similar question and answer have already been posted on the website.

Questions relating to the registration process, system requirements, how an application form works, or the submittal process must be directed to Grants.gov at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov). DOE cannot answer these questions.

### **B. AGENCY CONTACT**

Name: Carol Anne Mayne  
E-mail: [carolanne.mayne@go.doe.gov](mailto:carolanne.mayne@go.doe.gov)  
FAX: 303-275-4754

## **PART VIII - OTHER INFORMATION**

### **A. MODIFICATIONS.**

Notices of any modifications to this announcement will be posted on Grants.gov and the DOE Industry Interactive Procurement System (IIPS). You can receive an email when a modification or an announcement message is posted by joining the mailing list for this announcement through the link in IIPS. When you download the application at Grants.gov, you can also register to receive notifications of changes through Grants.gov.

### **B. GOVERNMENT RIGHT TO REJECT OR NEGOTIATE.**

DOE reserves the right, without qualification, to reject any or all applications received in response to this announcement and to select any application, in whole or in part, as a basis for negotiation and/or award.

### **C. COMMITMENT OF PUBLIC FUNDS.**

The Contracting Officer is the only individual who can make awards or commit the Government to the expenditure of public funds. A commitment by other than the Contracting Officer, either explicit or implied, is invalid.

### **D. PROPRIETARY APPLICATION INFORMATION.**

Patentable ideas, trade secrets, proprietary or confidential commercial or financial information, disclosure of which may harm the applicant, should be included in an application only when such information is necessary to convey an understanding of the proposed project. The use and disclosure of such data may be restricted, provided the applicant includes the following legend on the first page of the project narrative and specifies the pages of the application which are to be restricted:

“The data contained in pages \_\_\_\_\_ of this application have been submitted in confidence and contain trade secrets or proprietary information, and such data shall be used or disclosed only for evaluation purposes, provided that if this applicant receives an award as a result of or in connection with the submission of this application, DOE shall have the right to use or disclose the data herein to the extent provided in the award. This restriction does not limit the government’s right to use or disclose data obtained without restriction from any source, including the applicant.”

To protect such data, each line or paragraph on the pages containing such data must be specifically identified and marked with a legend similar to the following:

“The following contains proprietary information that (name of applicant) requests not be released to persons outside the Government, except for purposes of review and evaluation.”

### **E. EVALUATION AND ADMINISTRATION BY NON-FEDERAL PERSONNEL.**

In conducting the merit review evaluation, the Government may seek the advice of qualified non-Federal personnel as reviewers. The Government may also use non-Federal personnel to conduct routine, nondiscretionary administrative activities. The applicant, by submitting its application, consents to the use of non-Federal reviewers/administrators. Non-Federal reviewers must sign conflict of interest and non-disclosure agreements prior to reviewing an application. Non-Federal personnel conducting administrative activities must sign a non-disclosure agreement.

**F. INTELLECTUAL PROPERTY DEVELOPED UNDER THIS PROGRAM.**

Patent Rights. The government will have certain statutory rights in an invention that is conceived or first actually reduced to practice under a DOE award. 42 U.S.C. 5908 provides that title to such inventions vests in the United States, except where 35 U.S.C. 202 provides otherwise for nonprofit organizations or small business firms. However, the Secretary of Energy may waive all or any part of the rights of the United States subject to certain conditions. (See “Notice of Right to Request Patent Waiver” in paragraph G below.)

Rights in Technical Data. Normally, the government has unlimited rights in technical data created under a DOE agreement. Delivery or third party licensing of proprietary software or data developed solely at private expense will not normally be required except as specifically negotiated in a particular agreement to satisfy DOE’s own needs or to insure the commercialization of technology developed under a DOE agreement.

Special Protected Data Statutes. This program is covered by a special protected data statute. The provisions of the statute provide for the protection from public disclosure, for a period of up to 5 years from the development of the information, of data that would be trade secret, or commercial or financial information that is privileged or confidential, if the information has been obtained from a non-Federal party. Generally, the provision entitled, Rights in Data – Programs Covered Under Special Protected Data Statutes, (10 CFR 600 Appendix A to Subpart D), would apply to an award made under this announcement. This provision will identify data or categories of data first produced in the performance of the award that will be made available to the public, notwithstanding the statutory authority to withhold data from public dissemination, and will also identify data that will be recognized by the parties as protected data.

**G. NOTICE OF RIGHT TO REQUEST PATENT WAIVER.**

Applicants may request a waiver of all or any part of the rights of the United States in inventions conceived or first actually reduced to practice in performance of an agreement as a result of this announcement, in advance of or within 30 days after the effective date of the award. Even if such advance waiver is not requested or the request is denied, the recipient will have a continuing right under the award to request a waiver of the rights of the United States in identified inventions, i.e., individual inventions conceived or first actually reduced to practice in performance of the award. Any patent waiver that may be granted is subject to certain terms and conditions in 10 CFR 784.

Domestic small businesses and domestic nonprofit organizations will receive the patent rights clause at 37 CFR 401.14, i.e., the implementation of the Bayh-Dole Act. This clause permits domestic small business and domestic nonprofit organizations to retain title to subject inventions. Therefore, small businesses and nonprofit organizations do not need to request a waiver.

**H. NOTICE REGARDING ELIGIBLE/INELIGIBLE ACTIVITIES.**

Eligible activities under this program include those which describe and promote the understanding of scientific and technical aspects of specific energy technologies, but not those which encourage or support political activities such as the collection and dissemination of information related to potential, planned or pending legislation.



## REFERENCE MATERIAL

### Appendix A – Definitions

**“Amendment”** means a revision to a solicitation.

**"Applicant"** means the legal entity or individual signing the Application. This entity or individual may be one organization or a single entity representing a group of organizations (such as a Consortium) that has chosen to submit a single Application in response to a solicitation.

**"Application"** means the documentation submitted in response to a solicitation. NOTE: Application is referred to as Proposal in IIPS.

**“Authorized Organization Representative (AOR)”** is the person with assigned privileges who is authorized to submit grant applications through Grants.gov on behalf of an organization. The privileges are assigned by the organization’s E-Business Point of Contact designated in the CCR.

**"Award"** means the written documentation executed by a DOE Contracting Officer, after an Applicant is selected, which contains the negotiated terms and conditions for providing Financial Assistance to the Applicant. A Financial Assistance Award may be either a Grant or a Cooperative Agreement.

**"Budget"** means the cost expenditure plan submitted in the Application, including both the DOE contribution and the Applicant Cost Share.

**"Consortium (plural consortia)"** means the group of organizations or individuals that have chosen to submit a single Application in response to a solicitation.

**"Contracting Officer"** means the DOE official authorized to execute Awards on behalf of DOE and who is responsible for the business management and non-program aspects of the Financial Assistance process.

**"Cooperative Agreement"** means a Financial Assistance instrument used by DOE to transfer money or property when the principal purpose of the transaction is to accomplish a public purpose of support or stimulation authorized by Federal statute, and Substantial Involvement (see definition below) is anticipated between DOE and the Applicant during the performance of the contemplated activity.

**"Cost Sharing"** means the respective share of Total Project Costs to be contributed by the Applicant and by DOE. The percentage of Applicant Cost Share is to be applied to the Total Project Cost (i.e., the sum of Applicant plus DOE Cost Shares) rather than to the DOE contribution alone.

**“Central Contractor Registry (CCR)”** is the primary database which collects, validates, stores and disseminates data in support of agency missions. Funding Opportunity Announcements which require application submission through Grants.gov require that the organization first be registered in the CCR at <http://www.grants.gov/CCRRegister>.

**“Credential Provider”** is an organization that validates the electronic identity of an individual through electronic credentials, PINS, and passwords for Grants.gov. Funding Opportunity Announcements which require application submission through Grants.gov require that the individual applying on behalf of an organization first be registered with the Credential Provider at <https://apply.grants.gov/OrcRegister>.

**“Data Universal Numbering System (DUNS) Number”** is a unique nine-character identification number issued by Dun and Bradstreet (D&B). Organizations must have a DUNS number prior to registering in the CCR. Call 1-866-705-5711 to receive one free of charge. <http://www.grants.gov/RequestaDUNS>

**“E-Business Point of Contact (POC)”** is the individual who is designated as the Electronic Business Point of Contact in the CCR registration. This person is the sole authority of the organization with the capability of designating or revoking an individual’s ability to submit grant applications on behalf of their organization through Grants.gov. <http://www.grants.gov/assets/EBIZRegCheck.doc>

**“E-Find”** is a Grants.gov webpage where you can search for Federal Funding Opportunities in FedGrants. <http://www.grants.gov/search/searchHome.do>

**“Financial Assistance”** means the transfer of money or property to an Applicant or Participant to accomplish a public purpose of support authorized by Federal statute through Grants or Cooperative Agreements and sub-awards. For DOE, it does not include direct loans, loan guarantees, price guarantees, purchase agreements, Cooperative Research and Development Agreements (CRADAs), or any other type of financial incentive instrument.

**“Federally Funded Research and Development Center (FFRDC)”** means a research laboratory as defined by Federal Acquisition Regulation 35.017.

**“Funding Opportunity Announcement (FOA)”** is a publicly available document by which a Federal agency makes known its intentions to award discretionary grants or cooperative agreements, usually as a result of competition for funds. Funding opportunity announcements may be known as program announcements, notices of funding availability, solicitations, or other names depending on the agency and type of program.

**“Grant”** means a Financial Assistance instrument used by DOE to transfer money or property when the principal purpose of the transaction is to accomplish a public purpose of support or stimulation authorized by Federal statute, and no Substantial Involvement is anticipated between DOE and the Applicant during the performance of the contemplated activity.

**“Grants.gov”** is the “storefront” web portal which allows organizations to electronically find and apply for competitive grant opportunities from all Federal grant-making agencies. Grants.gov is THE single access point for over 900 grant programs offered by the 26 Federal grant-making agencies. <http://www.grants.gov>

**“Industry Interactive Procurement System (IIPS)”** is DOE’s Internet-based procurement system which allows access to DOE’s business opportunities database, allows user registration and submittal of Applications: <http://e-center.doe.gov/>.

**"Key Personnel"** means the individuals who will have significant roles in planning and implementing the proposed Project on the part of the Applicant and Participants, including FFRDCs.

**"Marketing Partner Identification Number (MPIN)"** is a very important password designated by your organization when registering in CCR. The E-Business Point of Contact will need the MPIN to login to Grants.gov to assign privileges to the individual(s) authorized to submit applications on behalf of your organization. The MPIN must have 9 digits containing at least one alpha character (must be in capital letters) and one number (no spaces or special characters permitted).

**"Participant"** for purposes of this Solicitation only, means any entity, except the Applicant substantially involved in a Consortium, or other business arrangement (including all parties to the Application at any tier), responding to the Solicitation.

**"Project"** means the set of activities described in an Application, State plan, or other document that is approved by DOE for Financial Assistance (whether such Financial Assistance represents all or only a portion of the support necessary to carry out those activities).

**"Proposal"** is the term used in IIPS meaning the documentation submitted in response to a solicitation. Also see Application.

**"Pure Edge Viewer"** is a small, free program which allows you to access, complete and submit applications electronically and securely through Grants.gov. You will not be able to access, complete, or submit an application through Grants.gov, unless the Pure Edge Viewer is downloaded on your computer. <http://www.grants.gov/DownloadViewer>.

**"Recipient"** means the organization, individual, or other entity that receives a Financial Assistance Award from DOE, is financially accountable for the use of any DOE funds or property provided for the performance of the Project, and is legally responsible for carrying out the terms and condition of the award.

**"Selection"** means the determination by the DOE Selection Official that negotiations take place for certain Projects with the intent of awarding a Financial Assistance instrument.

**"Selection Official"** means the DOE official designated to select Applications for negotiation toward Award under a subject solicitation.

**"Substantial Involvement"** means involvement on the part of the Government. DOE's involvement may include shared responsibility for the performance of the Project; providing technical assistance or guidance which the Applicant is to follow; and the right to intervene in the conduct or performance of the Project. Such involvement will be negotiated with each Applicant prior to signing any agreement.

**"Total Project Cost"** means all the funds to complete the effort proposed by the Applicant, including DOE funds (including direct funding of any FFRDC) plus all other funds that will be committed by the Applicant as Cost Sharing.

## Appendix B – Grants.gov

In addition to the links provided in the Announcement, we are providing Appendix B to assist you in the registration process.

### Very Important

Please read through the information below prior to starting the registration process. This information will assist you in making the registration process as seamless as possible. It is important to follow the steps in the order outlined below, allowing the time specified between each of the steps. We strongly encourage each applicant to confirm all registrations (e.g., DUNS No., CCR, Credential Provider, and Grants.gov) at least 30 days prior to the announcement closing date.

- 1) **Request a DUNS Number** - Follow the instructions at <http://www.grants.gov/RequestaDUNS>. It is highly recommended that the DUNS number be requested by telephone at 1-866-705-5711, which will take about 10 minutes. There is no charge. ***Once the telephone registration is completed, you must allow 24 hours before attempting to use the DUNS number in the next step of registering with the Central Contractor Registry (CCR).***
- 2) **Register with the Central Contractor Registry (CCR)** - Go to <http://www.grants.gov/CCRRegister> and click on the “Help” button to locate the tutorial. Print the tutorial for reference and follow the instructions in the link above. We also recommend that you print and complete the 7-page CCR Worksheet at <http://www.ccr.gov/CCRRegTemplate.pdf> prior to registration, as it may take up to 3 days to gather the information needed for the worksheet. You are required to designate an Electronic Business Point of Contact (E-Business POC) and a Marketing Partner Identification Number (MPIN) in the CCR. It is important to provide the MPIN to the E-Business POC. For assistance with the CCR, contact the Assistance Center at 1-888-227-2423 or at [CCR@dlis.dla.mil](mailto:CCR@dlis.dla.mil). You may also access the CCR Handbook at <http://www.ccr.gov/handbook.cfm>.
- 3) **Register with the Credential Provider** - AORs must register with the Credential Provider. ***AORs must wait a minimum of 3 business days for the CCR to become active before attempting to register with the credential provider.*** Go to <https://apply.grants.gov/OrcRegister> and click on the “Help” button to locate the tutorial. Print the tutorial for reference and follow the instructions in the link above. Record the user ID and password that you enter because you will need this information to register with Grants.gov as an AOR. ***AORs must wait approximately 20 minutes after completing the Credential Provider registration before going to the next step of registering with Grants.gov.*** If you encounter any problems, the Credential Provider may be reached at 800-386-6820 or via email at [eauthhelp@orc.com](mailto:eauthhelp@orc.com) or [pkihelp@orc.com](mailto:pkihelp@orc.com).
- 4) **Register with Grants.gov** - AORs must register with Grants.gov, utilizing the User ID and password obtained from registering with the Credential Provider. Go to <https://apply.grants.gov/GrantsgovRegister#> and click on the “Help” button to locate the tutorial. Print the tutorial for reference and follow the instructions in the link above. After you have completed the Grants.gov registration process, you will receive a confirmation that indicates whether your registration was successful.

After AORs successfully register with Grants.gov, an email will be generated to the E-Business Point of Contact (POC) that was designated in the CCR, informing them that an individual from their organization has registered in Grants.gov to be an AOR, capable of submitting applications in Grants.gov on behalf of their organization. (Further Information regarding the Electronic Business POC is provided below.) AORs will not be able to submit an application until they receive authorization from the E-Business POC. ***If the AOR does not receive an email authorization from the E-Business POC within 1 business day, contact the E-Business POC.*** If you encounter any problems, contact Customer Support at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov). For tracking purposes, Customer Support will assign you a case number that should be provided to them each time you call.

**Designate Privileges to the AOR** - The Electronic Business POC is the sole authority of the organization with the capability of designating, or revoking, an individual's ability to submit grant applications on behalf of their organization through Grants.gov. Once the E-Business POC receives the email notification from the individual wishing to be recognized as an AOR, the E-Business POC should go to <https://apply.grants.gov/AorMgrGetID>, click on the "Help" button to locate the tutorial, print the tutorial for reference, then log on utilizing the DUNS Number and the Marketing Partner Identification Number (MPIN) that was designated by their organization when registering in the CCR and follow the instructions for designating privileges to the AOR. If you cannot locate the MPIN, contact the CCR Assistance Center at 1-888-227-2423 or at [CCR@dlis.dla.mil](mailto:CCR@dlis.dla.mil).

**5) Install the PureEdge Viewer – *Authorized Organization Representatives (AORs) are the individuals that will be given the authority to submit applications on behalf of their organization.*** All AORs must download and install the PureEdge Viewer on their computer by following the instructions at <http://www.grants.gov/DownloadViewer>. This small, free program will allow AORs to access, complete, and submit applications electronically and securely. If you encounter any problems, contact customer Support at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov). (This step may be done earlier in the process).

**6) Submit Application in Grants.gov** - Once the E-Business POC has authorized privileges to the AOR, the AOR will receive an email notification that they have been given authorization. The AOR may then proceed to submit an application in Grants.gov (see the "Install the PureEdge Viewer" step above). For application instructions, go to <http://www.grants.gov/Apply>. The training demonstration at <http://www.grants.gov/CompleteApplication> will assist AORs in the application process. Remember that you must open and complete the Application for Federal Assistance (SF-424) first, as this form will automatically populate data fields in other forms. If you encounter any problems, contact customer Support at 1-800-518-4726 or at [support@grants.gov](mailto:support@grants.gov). If you forget your user name or password, follow the instructions provided in the Credential Provider tutorial.

**NOTE: Tutorials may be printed by right-clicking on the tutorial and selecting "print".** In addition to the tutorials, the User Guide is a valuable resource. The User Guide is found at [http://www.grants.gov/GrantsGov\\_UST\\_Grantee/SSL/WebHelp/userguide.doc](http://www.grants.gov/GrantsGov_UST_Grantee/SSL/WebHelp/userguide.doc)